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6 DEC 1963

DD/S&T 7965-63

MEMORANDUM FOR: Assistant Director/Computer Services
Assistant Director/ELINT
Assistant Director/Research & Development
Assistant Director/Scientific Intelligence
Assistant Director/Special Activities
Chief, Foreign Missile & Space Analysis
Center

SUBJECT: Revised Format for "DD/S&T Daily
Bulletin"

1. This memorandum revises the standing instructions for addressees to furnish information to the Office of the DD/S&T for inclusion in the "DD/S&T Daily Bulletin."

2. Effective 9 December 1963, there will be instituted a "DD/S&T Weekly Bulletin" which will be supplemented by a continuance of the "DD/S&T Daily Bulletin," the latter now to contain a reduced amount of information. Information on both of these bulletins, and procedures for furnishing information to be contained in them, are given below.

3. The "DD/S&T Weekly Bulletin" will consist of events scheduled to take place one week in advance. The following type events will be included in it:

a. All TDY travel plans, both domestic and foreign, of AD's, DAD's and Division Chiefs of DD/S&T units. Additionally, travel plans, when in the opinion of the AD the trip is of sufficient significance to be reported, of other personnel under their jurisdiction. The information to be reported on these trips will include:

- (1) name of traveler(s), destinations, installations, or facilities to be visited;

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- (2) a general statement of purpose of the trip;
- (3) any coordination effected within DD/S&T, or other elements of CIA; and,
- (4) any other information considered pertinent.

b. Participation by DD/S&T personnel in intra-Agency meetings considered of sufficient importance to be noted by the DD/S&T or the other AD's.

c. Participation by DD/S&T personnel in inter-Agency meetings considered of sufficient importance to be noted by the DD/S&T or the other AD's.

d. Statement of proposed visitation to DD/S&T units by industrial or institutional contractor representatives, representatives of foreign intelligence services or other foreign governmental agencies.

e. Briefings either to be given or received with representatives of other U. S. Governmental agencies.

4. The above information for inclusion in the "DD/S&T Weekly Bulletin" should be submitted in writing by 1600 hours every Friday to Room 3 H 24.

5. The "DD/S&T Daily Bulletin" will henceforth consist of the following two types of items:

a. A reference to that event taking place which had previously been reported in detail in the weekly bulletin.

b. Complete information on newly scheduled events which had not previously been reported for inclusion in the weekly bulletin. The current standing procedures for submission of information

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for daily bulletin items will be maintained. Accordingly, the daily bulletin information should be submitted telephonically to either

Signed: John F. Blake

JOHN F. BLAKE
Executive Officer
Deputy Director
(Science and Technology)

Distribution:

- 1 - AD/CS
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- 1 - AD/R&D
- 1 - AD/ST
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- 1 - Dr. Whoolen
- 1 - Mr. Blake
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